Business Succession Planning
Developing and Maintaining a Succession Plan

Description: *Change is a hallmark of today's business world. In particular, our workforce is constantly changing – people come and go, and move into new roles within the company. Succession planning can help you make the most of that change by ensuring that when someone leaves, there is someone new to take their place. This course will teach participants: The value of succession planning for successful businesses, and the key elements of a succession plan in terms of roles, responsibility, function, scope, and evaluation.*

Session One: Course Overview.

Session Two: A Need for Succession Planning
- Replacing vs. Succeeding
- The Reasons for Supporting Succession Planning

Session Three: Defining a Succession Plan
- Strong Leaders and a Strong Organization
- Components of the Plan
- Setting the Scope

Session Four: Pre-Assignment Review

Session Five: Identifying Resources and Analyzing Risks
- Identifying Resources
- Risk Assessment

Session Six: Defining Roles, Responsibilities, and Functions
- Individualized Engagement Plans
- Working the Plan

Session Seven: Gathering Information

Session Eight: Forecasting Needs
- Key Ingredients of a Successful Plan
- Coaching and Mentoring

Session Nine: Putting the Plan Together
- Using Appreciative Inquiry (AI)
- How to Choose the Leader

Session Ten: Putting the Plan into Action
- Phased Implementation
- Technology

Session Eleven: Evaluating and Reviewing the Plan
- Evaluation Challenges
- Sample Evaluation
- Check Out the Checklist

Session Twelve: Your Action Plan
- Plan and then Do
- Next Steps
- Workshop Wrap-Up